

State of Hawaii
Department of Human Service
Office of Youth Services
Branch/Program/Office

Request for Proposals

RFP No. HMS 501-10-01

**Transitional Living Program/
Group Home on Oahu
For
Juvenile Males**

December 22, 2008

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the RFP Interest form, complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

December 22, 2008

REQUEST FOR PROPOSALS

Transitional Living Program/Group Home on Oahu for Juvenile Males

RFP No. HMS-501-10-01

The Department of Human Services, Office of Youth Services (OYS), is requesting proposals from qualified applicants to provide Transitional Living Program/ Six Bed Residential Group Home services on Oahu for Hawaii Youth Correctional Facility (HYCF) Males.

The contract term will commence on or after July 1, 2009 and continue for two years. The contract may be extended for an additional two years, contingent upon program performance and the availability of funds. A single contract will be awarded under this request for proposals.

One (1) original and three (3) copies of the proposal shall be mailed and postmarked by the United States Postal Service (USPS) on or before midnight, Hawaii Standard Time (H.S.T.) February 11, 2009 or hand delivered no later than **4:30 p.m., Hawaii Standard Time (HST), on Wednesday, February 11, 2009**, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. Deliveries by private mail services such as Federal Express (FedEx) and United Postal Service (UPS) shall be considered hand deliveries. There are no exceptions to this requirement.

The Office of Youth Services will conduct an orientation on Friday, January 9, 2009 from 1:00 p.m. to 3:00 p.m. HST, at Haseko Center, 820 Mililani Street, Room 817 (Conference Room), Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 12:00 midnight HST, on January 12, 2009. All written questions submitted by January 12, 2009 will receive a written response from the State on or about January 14, 2009.

Inquiries regarding this RFP should be directed to the RFP contact person, Carl Imakyure, Office of Youth Services, 820 Mililani Street, Suite 817, telephone: (808) 587-5700 or (808)587-5713, fax: (808) 587-5734, e-mail: cimakyure@dhs.hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED:
ONE (1) ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL ARE REQUIRED

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN February 11, 2009 and received by the state purchasing agency no later than 10 days from the submittal deadline.

ALL MAIL-INS

State of Hawaii
Department of Human Services
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813

OYS RFP COORDINATOR

Carl Imakyure
For further information or inquiries:
Phone: (808) 587-5700
Fax: (808) 587-5734
e-mail: cimakyure@dhs.hawaii.gov

**ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE
UNTIL 4:30 P.M., Hawaii Standard Time (HST), February 11, 2009.**

**STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
OFFICE OF YOUTH SERVICES
820 MILILANI STREET, SUITE 817
HONOLULU, HAWAII 96813**

BE ADVISED:

Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received **after 4:30 p.m., February 11, 2009**.

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	12/22/08
Distribution of RFP	12/22/08
RFP orientation session	01/09/09
Closing date for submission of written questions for written responses	01/12/09
State purchasing agency's response to applicants' written questions	01/14/09
Discussions with applicant prior to proposal submittal deadline (optional)	N/A
Proposal submittal deadline	02/11/09
Discussions with applicant after proposal submittal deadline (optional)	02/21/09
Final revised proposals (optional)	N/A
Proposal evaluation period	02/09 – 03/09
Provider selection	04/09
Notice of statement of findings and decision	04/09
Contract start date	07/01/09

II. Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>

For	Click
1 Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2 RFP website	"Health and Human Services, Ch. 103F..." and "The RFP Website" (located under Quicklinks)
3 Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4 Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5 Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6 Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7 Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

For	Go to
8 Tax Clearance Forms (Department of Taxation Website)	http://hawaii.gov/tax/ click "Forms"
9 Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10 Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
11 Campaign Spending Commission	http://hawaii.gov/campaign

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services

Office of Youth Services

820 Mililani Street, Suite 817

Honolulu, Hawaii 96813

Phone: (808) 587-5700

Fax: (808) 587-5734

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: January 9, 2009

Time: 1:00 – 3:00 PM

Location: 820 Mililani Street, Suite 817, Honolulu, Hawaii 96813

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in

writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the paragraph VII. Submission of Questions.

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: January 12, 2009 **Time:** 12:00 Midnight HST

State agency responses to applicant written questions will be mailed out by:

Date: January 14, 2009

VIII. Submission of Proposals

- A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.
 1. **Proposal Application Identification (Form SPO-H-200).** Provides applicant proposal identification.
 2. **Proposal Application Checklist.** Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
 3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
 4. **Proposal Application (Form SPO-H-200A).** Applicant shall submit comprehensive narratives that address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.

- B. **Program Specific Requirements.** Program specific requirements are included in Section 2, Service Specifications and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Tax Clearance.** Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)
- E. **Wages and Labor Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)
- **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See part II, Website Reference.)
- F. **Hawaii Compliance Express (HCE).** Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The "Certificate of Vendor Compliance" issued online through HCE provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to this section's part II. Website Reference for HCE's website address.

- G. **Campaign Contributions by State and County Contractors.** Providers are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)
- H. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- I. **Confidentiality of Personal Information.** Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.
- J. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:
- Postmarked after the designated date; or
 - Postmarked by the designated date but not received within 10 days from the submittal deadline; or
 - If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks. Faxed proposals and/or submission of proposals on diskette/CD or transmission by email, website or other electronic means **are not permitted.**

IX. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR Section 3-143-403.

X. Opening of Proposals

Upon receipt of a proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with HAR Sections 3-142-202 and 3-142-203.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
- (2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
- (3) Late proposals (HAR Section 3-143-603)
- (4) Inadequate response to request for proposals (HAR Section 3-143-609)
- (5) Proposal not responsive (HAR Section 3-143-610(a)(1))
- (6) Applicant not responsible (HAR Section 3-143-610(a)(2))

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Martha T. Torney	Name: Kerry Kiyabu
Title: Executive Director	Title: Administrative Services Manager
Mailing Address: 820 Mililani Street, Suite 817 Honolulu, Hawaii 96813	Mailing Address: 820 Mililani St., Suite 817 Honolulu, Hawaii 96813
Business Address: same as above	Business Address: same as above

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, Purpose or Need

A community based residential group home offering a core of transitional services is more effective than institutionalization in helping incarcerated youths transition back to community living. The smaller staff/youth ratio of a group home enables staff to foster relationships and provide more individualized core services to support and guide each youth in making the adjustment to community living. The Office of Youth Services (OYS) will establish via this Request for Proposal (RFP) an Oahu-based Transitional Living Program (TLP) six-bed group home that can effectively help Hawaii Youth Correctional Facility (HYCF) males ages 12 – 19 transition to community living.

B. Planning Activities Conducted In Preparation for this RFP

To gather information and further address the needs of the higher risk HYCF males, the OYS conducted on December 10, 2008 an RFI meeting that explored issues pertaining to the establishment of HYCF-males only, Oahu based, Transitional Living Program (TLP)/group home. This session was attended by nine individuals representing five agencies, including the OYS. In addition, an RFI was posted on the Procurement Notice System (PNS) website. The information from that RFI meeting and from letters and e-mail submitted under the RFI was considered in developing this RFP.

C. Description of the Goals of the Service

The goal of the TLP/group home service is to provide a safe but temporary living environment that helps formerly incarcerated males ages 12 – 19 increase their resiliencies and reduce their risk factors so that they may safely return to more permanent living situations in their home communities.

D. Description of the Target Population to Be Served

Males ages 12 – 19 either incarcerated at the HYCF or formerly incarcerated and needing a placement as a condition of parole will be admitted to the TLP/group home. Referrals to the TLP/ six-bed group home may only be made by the HYCF or the Executive Director of the OYS.

E. Geographic Coverage of Service

The TLP/group home services shall be provided on island of Oahu.

F. Probable funding amounts, source, and period of availability

	Approximate <u>Federal Amount</u>	Approximate <u>State Amount</u>	Approximate <u>Total</u>
FY 10	\$400,000	0	\$400,000
FY 11	\$400,000	0	\$400,000
FY 12	\$400,000	0	\$400,000
FY 13	\$400,000	0	\$400,000

1. The initial contract period shall be for two (2) years. The contract may be may be extended, at the discretion of the OYS, up to two additional 12-month periods up to a maximum of four (4) years. The option for renewal or extension shall be based on the program's service utilization, effectiveness as reflected in youths' achievement of performance measures, and the availability of funds.
2. The OYS reserves the right to make modifications to the Scope of Services and in the funding amounts to address contingencies that the OYS is unable to anticipate at this time. Unique circumstances may arise, not limited to changes in federal grants and related policies, which require modification in services and funding. Furthermore, should funding be increased or decreased, the OYS reserves the right to augment or decrease contract funds at its discretion.

II. General Requirements**A. Specific Qualifications or Requirements, Including But Not Limited To Licensure Or Accreditation**

1. The applicant shall comply with Chapter 103F, HRS, Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (effective 10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).
2. The applicant shall also comply with the applicable federal cost principles if awarded federal funding. The following are federal cost principles and applicable regulations which can be accessed on the federal website:

Office of Management and Budget Circular (OMB) A-122, "Cost Principles for Non-Profit Organization"

Website <http://www.whitehouse.gov/omb/circulars/a122/a122.html>

OMB Circular A-87, "Cost Principles of State, Local, and Indian Tribal Government"

Website <http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>

Code of Federal Regulations

Website <http://www.access.gpo.gov/nara/cfr>

FEDERAL INFORMATION IN THE AREAS OF COST PRINCIPLES AND REGULATIONS ARE NOT LIMITED TO THE WEBSITES LISTED ABOVE.

3. The applicant shall also comply with the requirements of the federal grant if awarded federal funding. Federal grant funding includes:

C.F.D.A. #93.667, Social Services Block Grant

Website <http://www.cfda.gov>

4. The applicant shall meet all State and County licensing requirements to operate a community-based residential program within their community.
5. The applicant shall arrange for a financial and compliance audit to be done and submitted to the OYS as directed in accordance with "Government OMB Circular A-133" if Applicant expends \$500,000 or more in federal funds in a year.
6. Refund to the State any funds unexpended or expended inappropriately.

B. Secondary Purchaser Participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases

None.

C. Multiple Or Alternate Proposals
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

All proposals will be evaluated, ranked and awarded separately, and not in relationship with any other alternate proposals submitted.

D. Single Or Multiple Contracts To Be Awarded
(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards:

E. Single Or Multi-Term Contracts To Be Awarded

(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs)☒ Multi-term (> 2 yrs.)

Contract terms:

The initial contract period shall be for two (2) years. Contracts may be multi-term and may be extended, at the discretion of the OYS, up to two (2) additional 12-month periods up to a maximum of four (4) years. The option for renewal or extension shall be based on the program's satisfactory performance and the availability of funds.

F. RFP Contact Person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful applicant or applicants. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

RFP contact:

Carl Imakyure
Office of Youth Services
820 Mililani Street Suite 817
Honolulu, HI 96813
Telephone: 587-5700
Fax: 587-5734
e-mail: cimakyure@dhs.hawaii.gov

III. The Scope of Work

The Scope of Work includes the following tasks and responsibilities:

A. Service Activities

Twenty-four hour, long-term, community-based, Transitional Living Program (TLP) six-bed group home services shall be provided to juvenile males, ages 12 to 19, who have been paroled from the HYCF and referred to the TLP as a condition of that parole. These youth are high risk in one or more areas of need and are generally unable to function in a pro-social manner without constant supervision and support and can benefit from highly structured TLP/group home services. The TLP/group home shall provide these with youths a safe and family-like community-based setting and Core Activities and Other Activities that will enable youths to gain the necessary skills to successfully transition into a more permanent living situation.

1. Core Activities

The applicant shall:

- a) Offer a 24-hour, seven-days per week Transitional Living Program (TLP)/six-bed group home environment that includes room, food, and transitional living program services. The average length of stay in the TLP/group home may range from 30 days to one year.
- b) Utilize standardized instruments and procedures for reviewing relevant documents and interviewing youth prior to admission.
- c) Utilize validated instruments for assessing the youth's risks, needs and assets, current and past behavior; family/parenting environment, educational/vocational level and potential, peer relationships, substance abuse, use of leisure time, anger management skill level, anti-social or criminal attitudes; and social skills level. The results of these assessments shall be used to develop the program steps that will be taken to reduce risks/needs and enhance the youth's assets and other potential for resolving the problems.
- d) Utilize a case management system including, but not limited to, procedures and instruments for conducting individual risks/needs, assets, and functioning levels; developing individualized service plans; identifying and linking to appropriate in-house and community services; coordinating necessary services; monitoring and assessing services provided; and reviewing and revising the service plans. The applicant shall also provide an electronic case data management system, including

the software and equipment, and the data entry and report generation procedures.

- e) Implement a relapse prevention plan that provides youths and, when practicable, their support system with knowledge, skills, strategies, resources, and incentives for identifying and addressing personal and relational dynamics that may lead to relapse.
- f) Refer youth to appropriate independent living programs and other community-based programs for services, then monitor these referrals to ensure that the youth is being properly served. The applicant shall maintain a list of the community-based program and agencies that will be utilized for referrals.
- g) Initiate and participate in meetings with representatives of the Hawaii Youth Correctional Facility (HYCF), Family Court, Department of Human Services (DHS), Department of Education (DOE), Department of Health (DOH), and other agencies in order to plan and coordinate services for youth.
- h) Provide follow-up services for youth, including, but not limited to, telephone, personal, and/or collateral contacts with the youth and the youth's support system (guardian, school, mentor, etc.) for at least six months post-placement. The applicant shall maintain a log of each contact.

2. Additional Activities:

The applicant shall also:

- a) Provide a social skills-building curriculum and related activities, including pre-program and post-program skills assessment.
- b) Implement a cognitive behavior-modification curriculum or similar, research-based "best practice" curriculum that addresses anti-social or criminal attitudes, beliefs, and thinking patterns; anger problems; and poor decision-making, as well as supports and complements the HYCF's programs and services.
- c) Help youths develop positive peer relationships, with a strong emphasis on relationships with youths in the community.
- d) Train youths in the constructive use of leisure time by referring to the types of resources available in the community.
- e) Provide vocational training in the youth's specific field of interest, as determined by vocational interest inventories and aptitude tests.

- f) Implement a college exploration and application skills curriculum that supports and encourages the youth's assessed interests, aptitudes, and community relationships.
- g) Help youths to develop and practice the positive communication and relating skills that can enhance relationships with parents or guardians.
- h) Develop and implement a written transition plan for each youth in preparation for release from the program.

B. Management Requirements

1. Personnel

- a) The applicant shall ensure that employees do not have a criminal history or background which poses a risk to youth. To ensure this, the applicant shall implement policies and procedures requiring criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) to the degree that these checks are required by statutes or rules, for any person who is employed or volunteers in a position which necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee's or volunteer's personnel file and shall be available for review. Criminal history records checks, except for the FBI fingerprint check, shall be conducted annually or as required for licensing purposes. In addition, the applicant shall adhere to the OYS criminal history check policies and procedures when these are implemented.
- b) TLP/group home direct service staff shall present the following minimal qualifications:
 - A two-year college degree or equivalent professional work experience in a human service field.
 - Previous experience working with high risk youths.
 - Ability to relate warmly to youths while retaining a *professional boundary* that facilitates teaching, counseling, organizing, and disciplining.
 - Three recent letters of reference from former employers attesting to the staff's ability to manage, teach, and relate to high risk youths.
- c) The applicant shall establish policies that describe the grounds and circumstances for denial of employment or termination of current employees who have convictions or pending charges discovered in any criminal history check or other investigation. The applicant shall also

adhere to the OYS criminal history check policies and procedures regarding denial or termination of employment when these are implemented.

- d) The applicant shall implement a training plan that will ensure that direct-service staffs are able to implement the policies and procedures that address the programmatic and security concerns of the targeted youth population. The training plan shall include, but shall not be limited to, the following topics: The organization's philosophy and goals; confidentiality policies and procedures; client rights; grievance procedures; ensuring non-discrimination and civil rights for lesbian, gay, transgender, bi-sexual youth; gender responsive programming; behavior management and treatment; de-escalation techniques and practices; reporting child maltreatment; emergency procedures; cardio-pulmonary resuscitation and first aid; the dispensing of medication; and the recognition of the side effects of drugs and medications on youth.
- e) The applicant shall establish written personnel policies covering selection of staff, salaries, fringe benefits, leaves, job descriptions, and minimum qualifications of each position. Staff salaries shall be sufficiently competitive to recruit and retain qualified staff.

2. Administrative

- a) The applicant organization shall present the following minimal qualifications:
 - One year of successful experience providing residential services that include educational, rehabilitative, and transitional living services to high risk youths.
 - Relevant licensing from the Department of Human Services and/or Department of Health.
 - Because this RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules, all requirements of the cited authorities.
- b) A no reject, no eject policy shall apply to the TLP/group home program. In other words, referred youth **may not be rejected** from participating in the program or **ejected** once enrolled in the program without the prior written approval of the Executive Director of the OYS.
- c) The applicant is required to meet with the OYS to discuss any aspect of the services.
- d) The applicant is required to maintain detailed records of youth, program activities, and personnel records, in addition to maintaining an accounting

system and financial records to accurately account for funds awarded. Copies of pertinent information, such as progress reports and assessments, shall be submitted to the referring agency upon request.

- e) The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- f) The applicant shall develop a written curriculum or manual that describes the program and service activities, objectives, and strategies. A copy of the curriculum or manual shall be available for review at the service site.
- g) The applicant shall maintain a service flow chart describing the general process a youth will follow through the program, from referral to discharge and aftercare, and the type of services to be provided at each phase of the program, including any unstructured time allowed for youth.
- h) The applicant shall obtain all appropriate institutional licenses from the Department of Human Services, Department of Health, and/or any State and/or national accrediting that establishes the standards guiding the program, and shall make copies of these licenses available at the service site.
- i) The applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- j) The applicant may not charge youth and/or their families more than a token amount for program services. The refusal of the youth to pay for services shall not be reason for denying the youth access to services.
- k) Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.

3. Quality Assurance And Evaluation Specifications

- a) All contracts shall be monitored by the OYS in accordance with requirements set forth by Chapter 103F, Hawai'i Revised Statutes. Contract monitoring shall include:
 - 1) Reviewing and approving of changes to contract's fiscal and program items, especially the budget, budget revision request, invoices, performance measures plan, the performance measures report, the

administrative assurance, the assurance of collaboration, and other documents submitted to the OYS.

- 2) Periodic site visits, both scheduled and unscheduled, to review major program service areas, such as:
 - a. Staff qualifications, organization, and effectiveness.
 - b. Performance measures planning, implementation, and evaluation.
 - c. Collaboration.
 - d. File maintenance and record keeping.
 - e. Facility accessibility, suitability, and safety.
 - f. Transportation and other liability issues.
 - g. Consumer satisfaction.
- b) The applicant shall allow the OYS access to all materials, files, and documents relating to the provision of services.

4. Performance/Outcome Measurements

- a) The OYS uses a Performance Measures System (PMS) for monitoring and results reporting. The PMS focuses on specific program outputs and specific youth outcomes--changes in youth and family conditions, behaviors, or satisfaction to be achieved. In responding to the RFP, qualified applicants must commit the organization to specific standardized performance measures directly related to those target areas described in this RFP.
- b) As part of the contractual responsibility, the selected applicant will commit to these performance measures as well as any additional performance measures to be finalized with the OYS. The applicant will track and report progress toward these targets through a standard performance measures reporting format and meet periodically with the OYS to review results and make necessary modifications and corrections.
- c) Within this PMS framework, applicants must:
 1. Base their programs on a thorough assessment of objective data about the risk and protective factors in communities being served.

2. Design and implement programs for youth based on research or evaluation that provides evidence that the programs used prevent or reduce risk factors and establish or strengthen protective factors.
 3. Evaluate their programs to assess their progress toward achieving the performance measures. Furthermore, such evaluation shall be used to improve and strengthen the programs, to revise timelines, and to refine the performance measures.
 4. Use appropriate computer hardware and appropriate software, including 2003 or newer version of Microsoft Access and Excel, to record, monitor, and report various data in the formats requested by the OYS.
- d) In order to facilitate the implementation of the PMS, the OYS will:
1. Provide training in data collection and reporting performance measures.
 2. Provide training in using hardware and software to evaluate the progress of the programs.
 3. Sponsor training opportunities such as workshops, seminars, conferences, and technical assistance directed towards enhancing service delivery.
- e) In respect to the TLP/group home, the OYS is seeking applicants who can achieve the following performance measures:
1. In each budget period, of the number of youths served by the program, 60 percent will not commit any additional criminal or status offenses during the course of the program and for at least six months after discharge from the program.
 2. In each budget period, of the number of youths served by the program, 60 percent will increase their attendance and grades/performance in an educational, vocational, or work program, and shall maintain that increase for at least six months after discharge from the program.
 3. In each budget period, of the number of youths released by the program, 60 percent will be placed or returned to a stable, crisis-free living situation, and will remain in the stable living situation for at least six months after discharge from the program.

5. Reporting Requirements For Program And Fiscal Data

In addition to initial performance measure plans and contract budgets, the selected applicant will be required to submit weekly bed availability reports, monthly client list reports, monthly invoices, quarterly expenditure reports, and quarterly program reports, including performance measures reports, as well as other reports requested by the OYS. Contracts will be programmatically and fiscally monitored by the OYS. Monitoring includes reviewing the required program and fiscal plans and reports and services, and addressing any issues applicable to services provided. Formal monitoring may take place at a variety of locations including the OYS, applicant's administrative office, and the sites of service delivery, and may be scheduled or unscheduled.

C. Facilities

The TLP/group home program shall offer services 24-7 in an Oahu based, rented, leased, or owned, single family structure that includes at least three bedrooms, two bathrooms, one kitchen, one living room, and a recreation area.

IV. Compensation And Method Of Payment

A. Pricing or Pricing Methodology to be Used

1. Pricing structure will be based on a negotiated combination of **Contracted Beds** and **Fee for Units of Service Utilized**. The **Contracted Beds** structure requires OYS to pay a daily Unit Rate for each Unit of Service that the applicant makes *available* under the contract, *even if that unit is not utilized* by any youth. The **Fee for Units of Service Utilized** structure requires the OYS to pay a daily Unit Rate only for the days the unit is utilized as determined by the formula: Unit Rate X Number Of Units Of Service Utilized = Payment Amount.
2. Applicants shall be required to apply the Cost Principles on Purchase of Health and Human Services and other applicable federal cost principles and guidelines as appropriate and as required by the source of funding.

B. Units of Service and Unit Rate

1. A Unit of Service shall be defined as one day of residential services, and includes program services, room and board, transportation, and other costs related to providing the youth a safe home environment. All activities requested for youths under this RFP are inclusive to the Unit of Service and may not be invoiced to any other public or private entity.

2. The Unit Rate is **\$170**.
3. Total Units of Service and total funding amounts allocated to the contract may be increased or decreased at any time, at the discretion of the OYS. Reasons for such increases or decreases include, but are not limited to, the program's performance, availability of funds, cost of living adjustments, utilization rates, and a shifting of community needs and priorities.

C. Method of Compensation and Payment

Compensation Shall Be Based Upon a Fee for Service Utilized via a Fixed Unit Rate and/or Contracted Beds Structure, or Combination Thereof.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview (not to exceed 2 pages; 0 points)

Applicant shall describe the proposed services, state the goals and objectives of the services, and describe how the services are designed to impact the needs of the identified target population.

II. Experience and Capability (not to exceed 5 pages; 20 points)

A. Necessary Skills (3 Points)

The applicant shall *list* the necessary *skills, abilities, and knowledge* relating to the delivery of transitional living program services and operation of a group home for youths. *Do not list experiences* in this section.

B. Experience (5 Points)

The applicant shall provide a *description of projects/contracts* relevant to Transitional Living Program/group home services for high risk youths that the applicant completed during the past three (3) years. For each project/contract, the applicant shall include references, including addresses, email, and phone numbers. The OYS reserves the right to contact references to verify the success of the listed projects/contracts.

C. Quality Assurance and Evaluation (4 Points)

The applicant shall describe its quality assurance and evaluation plan, including methods, instruments, and frequency of evaluation, for the proposed services.

D. Coordination of Services (3 Points)

The applicant shall describe past experiences that clearly demonstrate experience in collaborating and coordinating services with other Oahu based agencies and resources. Attach Memoranda of Understanding/Agreement, letters, and other documents that provide evidence of effective coordination of services.

E. Facilities (5 Points)

The applicant shall provide the street address and zipcode for a currently rented, leased, or owned facility that meets the minimal requirements for a residential group specified in this RFP (refer to administrative requirements in the Service Specifications). A copy of the title to property or lease/rental agreement proving that the property is available from at least July 1, 2009 to June 30, 2011 *must* be attached. In addition, a floor plan indicating the size of each room, photos of the exterior and interior rooms, description of the neighborhood, and description of the steps taken to ensure that the residence is ADA compliant, if applicable, *must* be attached.

III. Project Organization and Staffing (not to exceed 3 pages; 15 points)

A. Staffing

1. Proposed Staffing (4)

The applicant shall describe a proposed staffing structure, client/staff ratio, and caseload that ensure that the transitional living program and 24-7 residential group home services can be effectively provided. In addition, the applicant shall list the positions for *all on site service staff, administrative staff, contract management staff, and fiscal staff proposed as part-time or fulltime employee* under the contract. For each position, the percent of FTE allocated to this project must be indicated. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications (4)

The applicant shall describe the proposed qualifications, including experience, for each staff *position* assigned to the program. These proposed qualifications should meet the minimal staff requirements of this RFP (refer to the qualifications in the Service Specifications, as applicable). If applicable, job descriptions and resumes of current staff whose time may be allocated to the TLP/group home contract shall also be attached.

B. Project Organization

1. Supervision and Training (4)

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart (3)

The applicant shall attach organization charts that show the position of each staff and line of responsibility/supervision. Include position title, name and full time equivalency. Both an “Organization-wide” and a “Program Specific” organization chart shall be attached to the Proposal Application.

IV. Service Delivery (not to exceed 20 pages; 55 points)

The applicant must submit a **work/service plan & youths’ weekly activities schedule (7 points)** that clearly describes the *flow of services* provided the youth from program entry to program completion and the youths’ weekly schedule of *structured and meaningful activities*, including schooling, structured recreation, group activities, counseling, meals, and any Core Activities and Additional Activities. In addition, the applicant must:

- Succinctly describe how each of the following Core Activities and Additional Activities outlined in the Service Delivery section of this RFP will be provided. A complete description should answer, as applicable, the questions, “What will be provided? Who will provide this service? How often will the service be provided? What is the content—names of materials and instruments, for examples—to be used in the service?”
- Where appropriate, submit as attachments sample pages from the curriculum, instrument, or plan for each of the Core Activities and Additional Activities.

A. Core Activities (3 Points Each)

1. Transitional Living Program (TLP)/Six-Bed Group Home Environment
2. Screening Instruments and Procedures
3. Assessment Instruments and Procedures
4. Case Management System
5. Relapse Prevention Plan
6. Referral to Community-based Programs and Agencies
7. Collaboration and Coordination with the Hawaii Youth Correctional Facility (HYCF), Family Court, Department of Human Services (DHS), Department of Education (DOE), Department of Health (DOH), and other Agencies
8. Post Discharge Follow-up Services

B. Additional Activities (3 Points Each):

1. Social Skills-building Curriculum and Related Activities
2. Cognitive Behavior-Modification Curriculum
3. Positive Peer Relationships Development
4. Constructive Use of Leisure Time
5. Vocational Training In The Youth’s Specific Field of Interest
6. College Exploration and Application
7. Positive Communication and Relating Skills
8. Transition Plan

V. Financial (10 points)

A. Pricing Structure (8 Points)

The applicant shall submit as an attachment a cost proposal utilizing the pricing structure designated by the state purchasing agency. In the cost proposal, the applicant should propose a Unit Rate of ***no higher than \$170*** as well as specify how many of the six beds are proposed to be paid on a ***Contracted Beds*** basis and how many on a ***Fee for Units of Service Utilized***. The proposal should be supported by cost analyses for similar services provided by the applicant during the past three years. (See Service Specifications for description of the Compensation and Method of Payment.)

In addition, the following budget form(s) shall be submitted as attachments in support of the Proposal Application:

1. Form SPO-H-205 Budget (**Add Lines for Room and Board**)
2. Form SPO-H-206A Budget Justification—Personnel: Salaries & Wages
Must Include All Scheduled Pay Raises
3. Form SPO-H-206B Budget Justification—Personnel: Taxes, Assessments & Fringe Benefits
4. Form SPO-H-206C Budget Justification—Travel: Inter-Island
5. Form SPO-H-206D Budget Justification—Travel: Out-Of-State
6. Form SPO-H-206E Budget Justification—Contractual Services: Administrative
7. Form SPO-H-206F Budget Justification—Contractual Services: Subcontracts
8. Form SPO-H-206G Budget Justification—Indirect Costs
9. Form SPO-H-206H Program Activities

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP).

B. Other Financial Related Materials

1. Accounting System (1 Point)

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

- a. Latest Single Audit Report of Financial Audit.
- b. Cost Allocation Plan, which demonstrates applicant's expenditures are allocated based on a plan that is reasonable, appropriate, and lawful.

2. Accounting Personnel (1 Point)

- a. Applicant must state which staff positions are responsible for maintaining accounting records and fiscal reporting and approximately the number of hours a week that are devoted to this function.
- b. Applicant shall describe what accounting qualifications are required for each of these positions if not detailed in the submitted Section III. Personnel: Project Organization and Staffing.
- c. Applicant shall state which staff positions will be responsible for filing timely expenditure reports and invoices required by this RFP.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

100 Points

TOTAL POSSIBLE POINTS

100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Tax Clearance Certificate (Form A-6)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered in response to the request for proposals. The applicant shall highlight the agency's mission and vision and the goals and objectives of the proposed service activity relative to the assessed needs and available resources of the target population and geographic region identified for the service delivery.

1. Experience and Capability (20 Points Total)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills		3 Points
<ul style="list-style-type: none"> • The demonstrated skills, abilities, and knowledge ensure successful delivery of the proposed services. 		
B. Experience		5 Points
<ul style="list-style-type: none"> • The demonstrated three (3) years experience delivering similar services ensures successful delivery of the proposed services. 		
<ul style="list-style-type: none"> • References confirm experience <i>successfully</i> delivering similar services to a high risk 		

target population.		
C. <i>Quality Assurance and Evaluation</i>		4 Points
<ul style="list-style-type: none"> Quality assurance and evaluation plans and methodology are sufficient for ensuring high quality of the proposed services. 		
D. <i>Coordination of Services</i>		3 Points
<ul style="list-style-type: none"> The ability to coordinate services with other agencies and resources in the community is clearly demonstrated, as evidenced by supporting documents (Memoranda of Understanding/Agreement, letters). 		
E. <i>Facilities</i>		5 Points
<ul style="list-style-type: none"> Facilities meet the minimal requirements specified in the RFP. 		
<ul style="list-style-type: none"> A copy of Title to Property or rental/lease agreement is attached and ensures the facility will be available for service. 		
<ul style="list-style-type: none"> Facilities meet any ADA requirements that may be applicable. 		
<ul style="list-style-type: none"> The attached design drawings and photos of the facility and description of neighborhood show that the site is safe, secure, and adequate for the requested services. 		

2. *Project Organization and Staffing (15 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. <i>Staffing</i>		
<ul style="list-style-type: none"> The proposed staffing pattern, percentage of FTE allocated to the project for each position, number of positions, client/staff ratio, and proposed caseload capacity are described and are sufficient to ensure effective program/service delivery. 		4 Points
<ul style="list-style-type: none"> The proposed minimum qualifications (including experience required) for staff assigned to the program are described and are sufficient to ensure quality program/service delivery. Job descriptions and resumes are attached, as applicable. 		4 Points

B. Project Organization		
<ul style="list-style-type: none"> Ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services is demonstrated. 		4 Points
<ul style="list-style-type: none"> Both the organization wide and program specific organization charts are sufficient to ensure program supervision and effective service delivery. 		3 Points

3. Service Delivery (55 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application and **Section 2. III-Scope of Work** for each service area of the RFP. The evaluation criteria for the service delivery section for each service area proposal are attached below:

The work/service plan clearly describes the flow of services to be provided youths from program entry to program completion. The youths' weekly schedule of activities ensures that youths will be engaged in structured, meaningful activities.		7 Points
The following service activities are clearly described in terms of 1) Clear assignment of the component (who will deliver), 2) Description of the service (what will be delivered), 3) Scheduling of delivery (when in the flow of services to youths will service be delivered), and 4) Availability of materials (what is the content). Attached samples of the curriculum instrument, or plan provide further evidences that the activity will be effective for the youths.		
<ul style="list-style-type: none"> Transitional Living Program/Six Bed Group Home 		3 Points
<ul style="list-style-type: none"> Screening Instruments and Procedures 		3 Points
<ul style="list-style-type: none"> Assessment Instruction and Procedures 		3 Points
<ul style="list-style-type: none"> A Case Management System 		3 Points
<ul style="list-style-type: none"> Relapse Prevention Plan 		3 Points
<ul style="list-style-type: none"> Referral to Services Plan 		3 Points
<ul style="list-style-type: none"> Collaboration & Coordination Plan 		3 Points
<ul style="list-style-type: none"> Post-Discharge Follow-Up Plan Services 		3 Points
<ul style="list-style-type: none"> Social Skills Building Curriculum 		3 Points
<ul style="list-style-type: none"> Cognitive Behavioral Modification Curriculum 		3 Points
<ul style="list-style-type: none"> Positive Peer Relationship Development Plan 		3 Points
<ul style="list-style-type: none"> Constructive Use of Leisure Time Curriculum 		3 Points

• Vocational Training in the Youth's Field of Interest		3 Points
• College Exploration and Application Curriculum		3 Points
• Positive Communication & Relating Skills Curriculum		3 Points
• Transition Planning		3 Points

4. Financial (10 Points)

• Cost proposal, including a Unit Rate of no higher than \$170, contracted beds/ fee-for-unit of service configuration is reasonable for the service and supported by cost justification.		1 Point
• Proposed budget supported by cost analyses for similar services provided by the applicant during the past three years.		2 Points
• Personnel costs are reasonable and comparable to similar positions in the community.		2Points
• Non-personnel costs are reasonable and adequately justified.		1Point
• Proposed budget fully supports the scope of service and requirements of the Request for Proposal.		2 Points
• Adequacy of accounting system (evidence of valid tax clearance, recent audit, and cost allocation plan).		1 Point
• Positions and personnel responsible for fiscal operations and reporting identified and qualified and staff responsible for maintaining accounting records and filing required expenditure reports identified.		1 Point

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Draft Special Conditions

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications				
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				

Authorized Signature

Date

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DRAFT SPECIAL CONDITIONS

1. **Insurance.** Paragraph 1.4, Insurance, General Conditions, is modified and the PROVIDER agrees to the following:

In order to protect the PROVIDER as well as the State of Hawaii, the STATE, and their officers and employees covered under the indemnification provision in this Contract, the PROVIDER shall obtain and keep in force throughout the period of this Contract the following insurance:

Automobile liability insurance for automobiles owned or leased by the PROVIDER and used to carry out services specified in this Contract shall be obtained from a company authorized to do business in the State, or meet Section 431:8-301, Hawaii Revised Statutes if utilizing an insurance company not licensed by the State of Hawaii, and complying with the Hawaii No Fault Insurance Law. The combined amount shall be at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) with respect to bodily injury and to property damage. The PROVIDER's policy shall name the STATE, the State of Hawaii and their officers and employees as additional insured. Prior to or upon execution of this Contract, the PROVIDER shall furnish the STATE with a Certificate of Insurance, verifying the existence of such insurance. Such certificate shall also expressly provide that such insurance shall not be canceled unless the insurance company has first given to the STATE thirty (30) calendar days' written notice of the intended cancellation.

If the PROVIDER is authorized by the STATE to subcontract, subcontractor(s) is not excused from the Indemnification and/or Insurance provisions of this Contract. The PROVIDER agrees to require its subcontractor(s) to obtain insurance in order to indemnify the STATE.

Failure of the PROVIDER to provide and keep in force such insurance shall be regarded as material default under this Contract, entitling the STATE to exercise any or all of the remedies provided in this Contract for default of the PROVIDER.

The procuring of such required policy or policies of insurance shall not be construed to limit the PROVIDER's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract. Notwithstanding said policy or policies of insurance, the PROVIDER shall be obliged for the full and total amount of any damage, injury, or loss caused by the negligent act or omission of the PROVIDER or its authorized representatives.

2. **Confidential Information.** In addition to Paragraph 2.1, Confidentiality of Material, General Conditions, the PROVIDER further agrees to the following:

All information and records about or for the clients served, secured from clients, the STATE, or any other individuals or agencies by the PROVIDER, or prepared by the PROVIDER for the STATE, in satisfaction of this Agreement, shall be confidential and shall not be made available to any individual or organization by the PROVIDER without prior written approval of the STATE, subject to provisions of applicable State of Hawaii and Federal statutes, and State of Hawaii Administrative Rules. To ensure the confidentiality of all such information and records, the PROVIDER shall immediately notify the STATE when inquiries for information, including subpoenas are made to the PROVIDER. The PROVIDER shall submit copies of all written requests for information, as well as subpoenas, to the STATE.

3. **Maintain Records.** In addition to Paragraph 2.3, Records Retention, General Conditions. The PROVIDER further agrees as follows:

The PROVIDER shall maintain statistical, clinical, and administrative records pertaining to services of this Agreement. The records shall be subject at all reasonable times to inspection or review by the STATE or Federal representatives directly connected with the program area under this Agreement. All records shall be retained and made accessible for a minimum of six years after the date of submission of the PROVIDER's final report to the STATE. Except in the event any litigation, claim, negotiation, investigation, audit, or other action involving the records has been started before the expiration of the 6-

year period, the PROVIDER shall retain the records until completion of the action and resolution of all issues that arise from it or until the end of the regular 6-year retention period, whichever occurs later.

4. **Equipment.** All equipment purchased with contract funds under this Agreement including items of personal property, as distinguished from real property, that has an acquisition cost of \$1,000.00 or more per item and with an expected life of more than one year, shall remain the property of the STATE. All equipment purchased with contract funds must have prior approval from the STATE before purchase to be allowable. Following the Agreement period, all equipment shall be reported in the final fiscal report to the STATE. Disposition of said equipment shall be prescribed by the STATE.
5. **Publications.** The PROVIDER shall submit all reports and written publications resulting from this Agreement for review, comment and approval prior to publication. Any publications (written, visual or sound), whether published at the PROVIDER's or STATE's expense, shall contain the following statements (Note: This excludes press releases, newsletters, and issue analyses):

This project was supported by an Agreement from the Office of Youth Services, Department of Human Services, State of Hawaii (and if applicable, the name and federal award number of a federal grant funding the contract).

The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Office of Youth Services (and if applicable, the federal grant agency).

6. **HIPAA.** In this Agreement "HIPAA" means the Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996*, Pub. L. No. 104-191. PROVIDER is a "health care provider" under HIPAA. A "covered entity" is a health care provider that transmits information in a standard electronic transaction under 45 CFR Parts 160 and 162. If PROVIDER is or becomes a "covered entity", then PROVIDER must comply with all of the rules adopted to implement HIPAA, including rules for privacy of individually identifiable information, security of electronic protected health information, transactions and code sets, and national employer and provider identifiers. See, 45 CFR Parts 160, 162, and 164.
7. **Federal Audit Requirement.** The PROVIDER, when required, shall have an independent certified public accountant conduct a financial and compliance audit in accordance with the guidelines of the Office of Management and Budget (OMB) Circular No. A-133, "Revised, Audit Requirements for the State, Local Governments, and Non-Profit Organizations."

Organization: _____
RFP No: _____

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